

8 September 1966

MEMORANDUM FOR : Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations 1-31 Aug 1966

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 57,421 items broken down as follows:

CIA IN	19,889
CIA OUT	7,523
Miscellaneous (including Archives-784)	4,827
Non-CIA units	<u>25,182</u>
Total Work Units	57,421

b. CIA IN and OUT cables totaled 225,046 for the period January-August 1966, down 4% compared to the same period in 1965 (233,682) and 8% more than the base period 1963 (208,411).

c. Non-CIA cables for January-August 1966 totaled 192,779, an increase of 27% over the same period in 1965 (151,626) and 61% more than the base period 1963 (119,714).

d. Work units totaled 458,344 for January-August 1966 which is 8% more than the same period 1965 (423,916) and 25% (366,357) over the base period of 1963. Our Monday-Friday average for August was 2,137 items with an average of 1,852 items completed each 24 hours including Saturdays and Sundays.

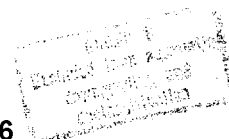
e. 903 cables or 1.7% of all cables processed were furnished to the Director as compared to 1,277 or 2.5% for July 1966.

2. Personnel

a. Our personnel situation remains the same as last month, [REDACTED] persons, eight persons short of our T/O of [REDACTED]

b. I will be on military leave 19-30 September 1966.

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3. General

a. Attached is a copy of memo, subject: "Ideas for Cable Secretariat Procedures Improvement Programming for FY 1967" dated 1 July 1966.

b. Attached also is a statement of Cable Secretariat operating costs for FY 1966.

c. The cost per cable processed, \$1.49, compares to a \$1.54 last year, representing a reduction in Cable Secretariat cost of 3¢ per cable handled. It is estimated that our cost would have approximated \$1.53 had Signal Center not agreed to purchase master material with which to load their teletypes and thus obviate the necessity for Cable Secretariat to make a Xerox master of each page of each cable. With the cooperation of Signal Center, Office of Communications, we have achieved substantial reductions in our processing times and cost of both regular CIA cables and Intelligence Information Reports (ID's). The cost of \$1.49 per item is gratifying since we retired two offset presses a year or more in advance of their scheduled retirement because it was found that they were not suitable for our work. Despite this, and despite our shortage of people, we were able to reduce cost and improve speed of service. This was accomplished through good supervision and management from the Cable Duty Officer and Message Center Chiefs down.

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Cable Secretary

Attachments:

- A - C/S Procedures Improvement Prog. for FY 67
- B - C/S Operating Costs FY 66

Distribution:

- O - EX/DIR
- cc - Commo (Signal Center)
- cc - DDP
- cc - DDS
- cc - Budget (PPB)